

**COUNTY OF MONROE  
PURCHASING AND CENTRAL SERVICES  
VENDOR APPLICATION**

**General Instructions:** (PLEASE TYPE OR PRINT CLEARLY. DO NOT LEAVE ANY SPACES ON THE APPLICATION.) If a question is not applicable to your business, insert "N/A" in the space provided for your answer.

You may make photocopies of the completed application as necessary.

Whenever the space is insufficient to answer the questions completely, attach additional sheets as necessary.

Use the question number to identify any answer continued on an additional sheet.

**1a. Name and Street Address of Applicant Firm** (Enter to full legal name of the enterprise.)

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**E-Mail:** \_\_\_\_\_

**1b. "Doing Business As" (D/B/A) Name** (Complete if firm does business under an assumed or trade name that is different from its legal name.)

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**1c. Mailing Address or Address to Receive Purchase Order(s)** (If different from Street Address)

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**1d. Commodities Supplied** (See Class Code Commodity List)

Class Code	1. _____	2. _____	3. _____	4. _____
	5. _____	6. _____	7. _____	8. _____

**1e. Professional Services** (ie. legal, accounting, etc.):

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**2. Business Phone Number:** (        ) \_\_\_\_\_ **Fax:** (        ) \_\_\_\_\_

**3. Federal Employer Identification Number OR Social Security Number** (A Federal Employer Identification Number is required for most business activities. For an application and/or additional information, contact the U.S. Internal Revenue Service at (516) 447-4955. Sole Proprietorships may submit social security number of the owner in lieu of the identification number.)

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**4a. Name of Company President/Chief Executive Officer/Owner**

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Owner

**4b. Name and title of officer of the firm who can be contacted during the application review process.**

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**5. Is the firm a:** \_\_\_\_\_ **Disadvantaged Business Enterprise?**  
\_\_\_\_\_ **Minority Business Enterprise?**  
\_\_\_\_\_ **Women's Business Enterprise?**

6. Number of Employees? Permanent \_\_\_\_\_ Part-time \_\_\_\_\_

7. What is the company's average volume of business in the last three years?

200\_ \$ \_\_\_\_\_

200\_ \$ \_\_\_\_\_

200\_ \$ \_\_\_\_\_

8. Is the principal office of your business located in Monroe County?

\_\_\_\_\_ Yes \_\_\_\_\_ No

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MAIL OR E-MAIL COMPLETED FORM TO:

David A. Dadetta, Purchasing Manager  
Monroe County Purchasing and Central Services  
39 West Main Street, 200 County Office Building  
Rochester, NY 14614